



RIO GRANDE BOTANIC GARDEN

HORTICULTURE VOLUNTEER

JOB DESCRIPTION 2007

PURPOSE

Horticulture Volunteers assist the Albuquerque BioPark horticulture staff with routine garden maintenance and special plant projects at the Rio Grande Botanic Garden and the Rio Grande Zoo.

REQUIREMENTS

Anyone over the age of 16 years old is eligible. Skills needed to be a successful Horticulture Volunteer include enthusiasm for gardening, the ability to lift 20 pounds, the ability to stoop and bend and the ability to tolerate local weather. No gardening knowledge is required! As a safety precaution, all applicants are required to submit to a City of Albuquerque security check before they can begin volunteering.

MINIMUM TIME

Horticulture Volunteers work a minimum 2-hour shift on weekdays when the garden staff is working (8am-4:30pm in winter and 7am-3:30pm in summer – times can change seasonally). A regular weekly schedule is highly encouraged.

A minimum total of 36 hours a year is required to receive recognition. (If Horticulture Volunteers are active in other BioPark volunteer programs and fulfill those minimum requirements, 24 hours a year are required. to be recognized as a Horticulture Volunteer.)

SCHEDULING

In order to use the volunteer gardener's time most efficiently and assist the staff most completely, Horticulture Volunteers are asked to schedule themselves in advance. At the Botanic Garden, a volunteer calendar/schedule is maintained outside of the Horticulture Staff Break Room. At the Zoo, volunteers work with the Zoo Horticulture Staff to schedule themselves.

TRAINING

The Botanic Garden Education Coordinator provides an orientation for new volunteers; horticulture staff provides task-specific training on-the-job. Please check the BioPark website or call for information about upcoming training dates.

DUTIES

Horticulture Volunteers, playfully known as "Dirt Devils," perform a variety of duties, depending on their schedules and interests. General duties include, but are not limited to: weeding, general clean-up, dead-heading, sweeping, raking, planting, potting, plant removal, and pruning. Volunteers are encouraged to bring their own gardening or work gloves, kneeling pad, pruners/clippers, weeding tool, trowel, and water bottle. Other tools volunteers might be asked to use include shovels, leaf rakes, garden rakes, and pitchforks (these larger tools will be provided). Volunteers will not use power tools or chemicals.

SUPPORT

Resources exist throughout the BioPark to help volunteers fulfill their duties. Education staff can provide assistance, and small Education Libraries are available. Monthly education meetings are generally held on the first Thursday and first Saturday of each month, and all volunteers are encouraged to attend. The Aquarium/Botanic Garden meetings are at 11:00am in the AQ/BG Education Building. Current BioPark happenings and facility-specific information are discussed. Volunteers are also invited to attend monthly Brown Bag Seminars following the meetings.

Mid-month, a written update is mailed to all BioPark volunteers. Information on current happenings is also available in the Volunteer Communication Room at the AQ/BG Education Building.

BENEFITS

Volunteers have the opportunity to do meaningful and gratifying work that enhances the BioPark, an important intangible benefit. Tangible benefits are also available. Upon completion of the training and a commitment to give the minimum number of hours, Horticulture Volunteers receive an identification badge, which allows free regular admission to all BioPark facilities (zoo, aquarium, and botanic garden). While on duty, volunteers receive a discount at the food and gift concession stands. After the end of each calendar year, volunteers are awarded recognition items for their service. Volunteers are offered discounts to all fee-based BioPark Education programs and are invited to special volunteer-only events.

UNIFORM

Horticulture Volunteers wear attire appropriate for gardening and seasonal outside work. Pants (can be jeans) or shorts (hiking or walking, but no cutoffs), and t-shirts are acceptable. Clothing must be clean and not ripped. Closed-toe shoes are mandatory (no sandals). Hats, sun block and work gloves are also suggested.

COSTS

Nothing! The BioPark is happy to have you as a volunteer!

ORGANIZATION

When working, Horticulture Volunteers report directly to the Master Gardeners. The Master Gardeners report to the Curators/Horticulturist, who report to the Botanic Garden Manager.

The Education Department maintains the records of the Horticulture Volunteers and provides support and recognition. Within Education, Horticulture Volunteers can contact the Botanic Garden Education Coordinator, Amy Henderson, with questions or concerns at 848-7162. The AQ/BG Education Clerk, Helga Gonzales, and the BioPark Program/Volunteer Specialist, Cathy Wylie, are also available to provide assistance.

CONTACT

For more information, contact BioPark Education:
(505) 764-6245

www.cabq.gov/biopark

Albuquerque BioPark Education, 903 10th Street SW, 87102.



Martin J. Chávez, Mayor

The BioPark is a division of the City of Albuquerque's Cultural Services Department. For general inquiries, please call 311 (NM Voice/Relay or 711).

RIO GRANDE BOTANIC GARDEN
HORTICULTURE VOLUNTEER 2007
VOLUNTEER JOB APPLICATION



Today's Date: _____

Name _____

Address _____ City _____ State _____ Zip Code _____

Day Phone _____ Evening Phone _____ Email _____

Are you over 18 years old? ☐ Yes ☐ No If under 18, how old? _____

Emergency Contact

_____	_____	_____
Name	Phone Number	Relationship

How did you find out about becoming a Horticulture Volunteer?

How much time do you anticipate you can volunteer per week/month?

Why do you want to be a Horticulture Volunteer? (This is important to us so that we can meet your expectations).

Please read and sign the next page.

RIO GRANDE BOTANIC GARDEN
HORTICULTURE VOLUNTEER
VOLUNTEER CONTRACT/RELEASE

I have read the Rio Grande Botanic Garden Horticulture Volunteer job description, and understand the responsibilities of becoming an Albuquerque Biological Park Horticulture Volunteer. I am willing to enter into an agreement with the City of Albuquerque, Albuquerque Biological Park, and commit to donating at least 36 hours of my time to the Albuquerque Biological Park. In return, I will be given on-the-job training and free access to the Albuquerque Aquarium/Rio Grande Botanic Garden/Rio Grande Zoo while I am an **active** Horticulture Volunteer.

I agree that I shall be responsible for any injuries or damage incurred by me while performing volunteer services at the Albuquerque Biological Park. The City will, however, be responsible if I am injured and the injury is caused by the sole negligence of the City or its employees. I agree that I will consult with my physician and insure that any inoculations recommended are maintained in a current status.

I understand that the City will hold me responsible for any damage to property of the City or property belonging to third parties if the damage is caused by my negligent conduct. Likewise, I understand that the City will hold me responsible for all injuries sustained by persons when the injury is caused by negligent conduct. I understand and agree that I shall be expected to pay for damages or injuries caused by my negligence.

I understand that this volunteer contract may be terminated at any time by either myself or the Albuquerque Biological Park without cause by giving at least 3 days notice. In such event, any programs and educational materials that I have developed will remain the property of the Albuquerque Biological Park.

RIO GRANDE BOTANIC GARDEN HORTICULTURE VOLUNTEER

Printed Name

Address

City

State

Zip

Signature

Date

Mail application, contract/release, and background check* to:

Albuquerque BioPark Education

Cathy Wylie

903 10th Street SW

Albuquerque NM 87102

*Background check form is not available online; it will be mailed to you or distributed at training.

OFFICE USE: NMSO PASS / NO PASS _____ Date _____ Initials _____
APD Form _____